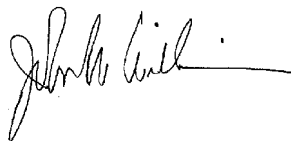


For: All FSA Offices**Disposing of Software Release Compact Discs (CD's)****Approved by:** Deputy Administrator, Management**1 Instructions for Disposing of Software Release CD's****A****Background**

While the conversion to the AS 400 System is in progress, County Offices will receive software releases on both tape and CD. At some point, tapes will be discontinued. One of the many benefits of switching software releases from a tape format to CD is the cost savings to the Government. Tapes are significantly more expensive to purchase and require FSA to recycle them. CD's are a very inexpensive and efficient method of transferring information. FSA has determined that it is not cost-effective to recycle CD's.

B**Purpose**

This notice provides instructions for disposing of CD's used for software release information.

C**Action**

Offices receiving software releases on CD are not required to recycle the CD's. Only the last 2 releases are required to be saved for backup purposes. Therefore, offices may dispose of software release CD's after meeting the requirement of saving the 2 most recent releases.

Note: Offices currently receiving software releases on tape should continue to recycle them according to 2-IRM, paragraph 172.

Disposal

January 1, 2002

DistributionAll FSA Offices; States Offices relay to County
Offices